

N.C. DEPARTMENT OF AGRICULTURE FACILITY DESIGN/MODIFICATION POLICY

I. POLICY

It is the policy of NCDA that all plans to construct new facilities or proposed modifications to existing facilities shall be reviewed before they are finalized and carried out. This review shall ensure that all designs and modifications are consistent with the intent of facility use and all design and modifications meet the appropriate safety, employee health and environmental protection standards.

This policy is intended to ensure the facility design/modifications will not result in an adverse effect on the safety and health of employees or the environment.

II. SCOPE

This policy applies to all NCDA sites and for all activities for which NCDA is responsible.

III. RESPONSIBILITY

Division Directors are responsible for compliance with this policy. The NCDA safety office shall provide assistance at management's request. Department safety shall audit division compliance.

IV. DEFINITIONS

4.1 Building Design - The design of building plans and specifications that have been established to ensure safe and reliable construction, operation and maintenance.

may effect the safety of operations or the facility itself.

- b) Changes in original building design that may effect the safety of building occupants.

Examples of facility modifications affected by this policy include room/lab renovations, major electrical or plumbing work, any work on material which potentially contains asbestos (e.g. pipe, boiler insulation), building expansions and land use changes for parking lots, roads, impoundments, etc.

V. MINIMUM REQUIREMENTS

NCDA divisions shall incorporate the following minimum requirements into its building design/modification procedure:

5.1 Identification - Each division must identify all modifications and determine the need for their review.

5.2 Other Agency Input - All new building and capital improvement projects will be sent through normal routing, i.e. state insurance and construction departments for their review.

5.3 NCDA Review - The initial NCDA review of design and modifications should be done by an interdisciplinary team including qualified individual(s) from the division and the department safety director. All initial reviews should occur before the plans are sent to other agencies for their review. Safety aspects shall be considered at the initial planning stage and before the project is released for bid.

5.3.1 Documentation - The Design and Construction Review must be filled out by the division involved with the project.

5.3.2 Routing - The Design and Construction Review

review and ultimately approve the plans to satisfy program function and lay-out. Depending on the division's internal expertise, the division engineer or division designer shall approve or disapprove the plans for modification or facility design. The safety director shall approve or disapprove of the plans with regard to OSHA concerns. Disapprovals will be routed back through the division with recommendations to meet approval of the division engineer or safety director.

5.4. Safety Plans - A written "safety plan" for public and NCDA employee protection may be required by the NCDA safety director for those projects which may cause numerous disruptions of normal activities. The purpose of this plan is to establish and document necessary safety provisions. The absence of such a plan does not relieve the contractor or employees in construction projects of provisions set forth in the State's Construction guidelines or the public protection provisions of the North Carolina General Conditions of Contracts. The safety plan, if required, is to be finalized at the design phase of the project. The coordinating division will resolve all safety discrepancies by a revision to the specifications or design plan.

5.5 Notifications - The coordinating division shall notify the safety director when:

- 5.5.1 The project is given final funding approval.
- 5.5.2 The project is scheduled.
- 5.5.3 Construction is started.
- 5.5.4 Updates of construction phases.
- 5.5.5 Construction inspections are scheduled.
- 5.5.6 Final architectural inspection is scheduled prior to acceptance for occupancy of project.

5.6 Inspections - To ensure compliance with the public protection provisions, the safety director will inspect

5.6.2 Planned safety features not incorporated shall be reported as part of the coordinating divisions' "Punch list" to the contractor.

5.6.3 The coordinating division shall notify the safety director when the safety related discrepancies are corrected. Any such discrepancies shall be corrected before the building is occupied.

NORTH CAROLINA DEPARTMENT OF AGRICULTURE
DESIGN AND CONSTRUCTION REVIEW FORM

Division Name _____

Copies to:

Project Name _____
Head

Division

Date of Project _____

Site Manager

Safety Director

Safety plan submitted or required? yes

no

Plans attached? yes

no

Description of design change/
of
new construction:

Modification

equipment/area

New installation

Possible Impact of Adjacent Areas/Facilities:

Design Comments:

Division Head

Safety Director

Site Manager